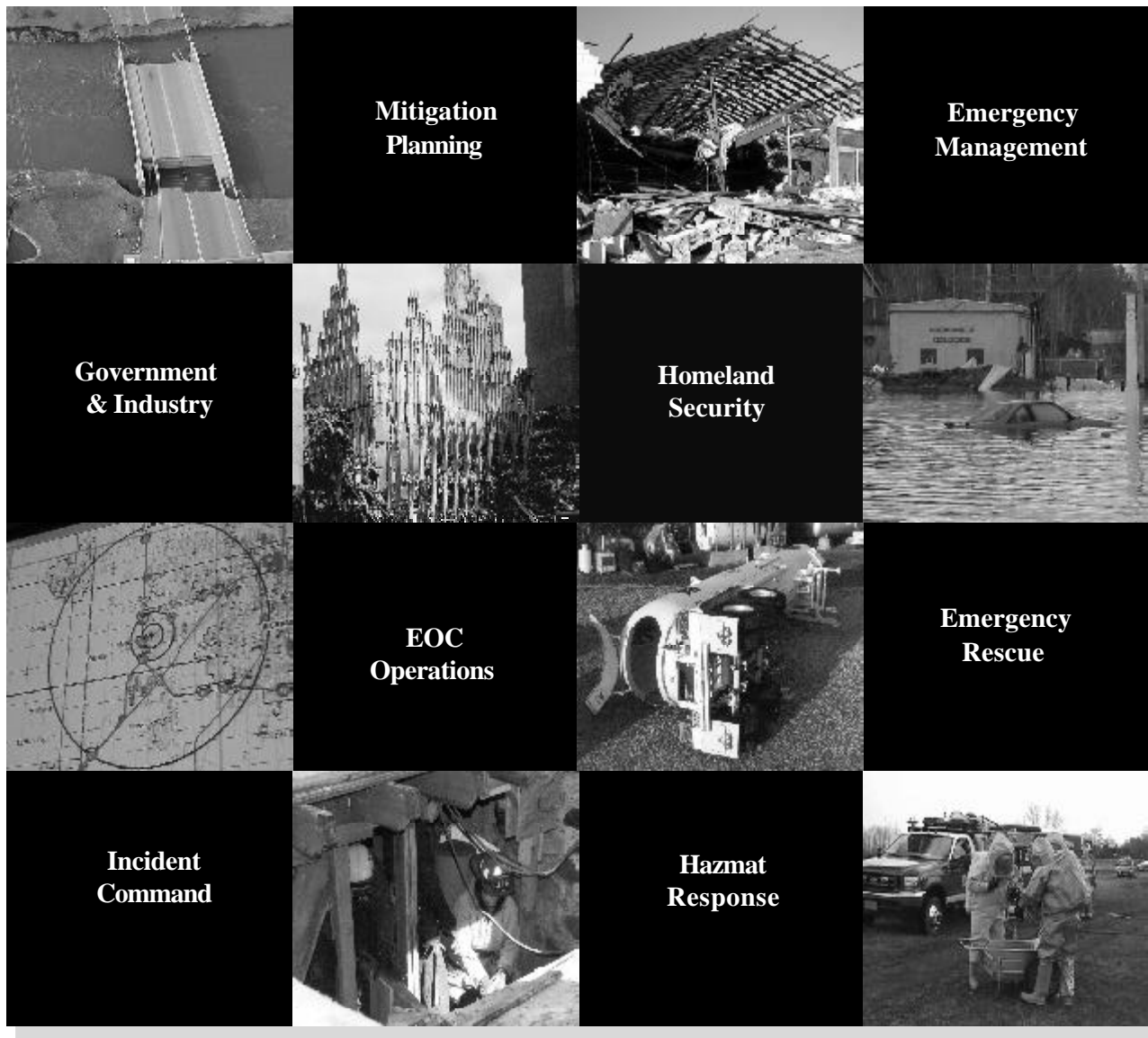


2004

Hazardous Materials & Emergency Management Training Catalog



Introduction

The Emergency Management Division is dedicated to providing comprehensive and effective training opportunities for all citizens involved in the process of protecting their communities.

The Michigan State Police Emergency Management Division 2003-04 training catalogue is sporting a new look. We have integrated information for courses offered through the Hazardous Materials Training Center (HMTTC) with those conducted by the Training and Exercise Section in order to produce a more comprehensive guide to training opportunities available through the division. We believe that this revised format will better serve customers in the first responder and emergency management disciplines.

Today we face an ever-expanding world of natural and man-made hazards brought on by escalating levels of technology and world conflict. More than ever, we must meet this challenge and assure that we continue to improve and maintain our response capabilities through effective planning, training and exercising. We must strive to implement effective mitigation and recovery strategies focused on all available resources on preventing emergencies and disasters and rebuilding communities impacted by those events.

The curricula and courses described in this catalogue are intended to meet the training needs of emergency responders, fire service, law enforcement, public health, emergency management, public works, emergency medical services personnel, public officials, volunteer and non-governmental organizations and other private sector entities. Specific areas of concern (i.e. hazardous materials, WMD events, etc.) continue to be a significant part of the training agenda. Course activities span the entire spectrum from hands-on, on-site performance to staff-oriented, off-site planning and coordination.

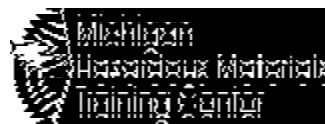
The division continues to offer professional and technical programs for individuals seeking further development in their areas of expertise. The Hazardous Materials Specialist program for hazardous materials and technical rescue planners, responders, professionals and instructors is available through the HMTTC. The Hazardous Materials Professional Recognition Program also provides a means of achievement in the field of hazardous materials planning, mitigation and response by providing leadership and coordination through instructional programs and other skill enhancement opportunities.

Emergency management students have the opportunity to earn the distinction of Professional Emergency Manager (PEM) after successful completion of the PEM program. In addition, students may strive for recognition as a Master Exercise Practitioner under the Master Exercise Practitioner program while the Mitigation Management Series provides participants with a comprehensive curriculum that addresses critical planning and infrastructure issues.



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Administrative Information

■ Cost

Some of the courses listed in this catalog are funded through the Emergency Management Performance Grant provided by the Federal Emergency Management Agency. Other courses are funded through participant fees. Refer to specific course descriptions to determine applicable fees.

■ Application Information

Application

Individuals applying for **courses with No Fee's** may apply via US Mail, Fax or online.

Individuals applying for **courses with Fee's** may apply via US Mail or fax with credit card number.. Applications are accepted on a first-come, first-served basis. Course fees must be received at least 14 days prior to the course. Students will receive a letter of acceptance prior to the first day of the course.

Cancellations

Cancellation of attendance should occur 7 working days before the training course begins. Failure to cancel or "No Shows" will be charged the full training amount. Reservations are transferable within a department or organization. Students may not be allowed to participate in a program if their registration fee has not been paid by the first day of the program.

FOR COURSES OFFERED BY THE TRAINING AND EXERCISE SECTION :

Submit an application (copy on page 35) by mail to, Emergency Management Division, 4000 Collins Road, Lansing, Michigan, 48909, by fax, (517) 333-4987, on-line at www.michigan.gov/emd, or through an EMD district coordinator. Address, telephone and fax numbers for EMD district coordinators can be found on page 6. It is suggested that the application form be duplicated. Please retain a copy for your records.

Meal, and lodging expenses are the responsibility of course participants.

Failure to notify this office of cancellations will result in being placed last for acceptance to future courses.

NOTE

Icons have been added to assist in identifying information for the two types of training offered in this catalog.

Icon Key



Emergency Management Information



Hazardous Materials Training Center Information

FOR COURSES OFFERED THROUGH THE HAZARDOUS MATERIALS TRAINING CENTER (HMTC):

Application

Submit an application (copy on page 35) by mail to:

Michigan State Police
Management Services Division
Att: Cashier's Office
714 S. Harrison Rd.
East Lansing, MI 48823

Complete one application for each class and person attending. Applications may be faxed in advanced to ensure availability to: (517) 322-6442

Payment:

Checks should be payable to the "State of Michigan".

Hazmat course costs include student materials, morning and afternoon refreshments, lunch, and double occupancy lodging if pertinent to course.

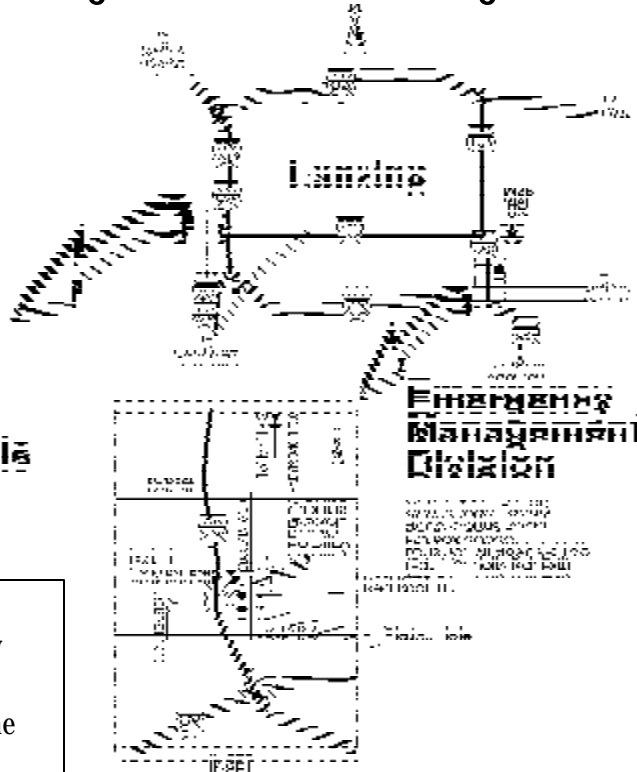
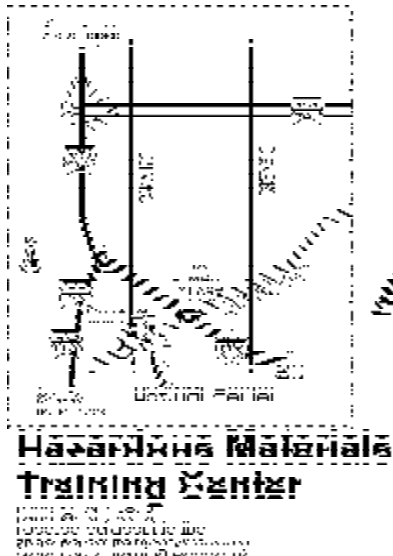
Lodging Information

Double occupancy lodging is included in course fees as specified. Arrangements will be made by the HMTC as indicated on the student application. Students may make private arrangements of their choice at their own expense. Applications for multi-day courses must indicate your lodging needs. If your lodging needs change from that indicated on your original application, you must contact the Training Center within 7 days of the course or you will be responsible for the entire cost of lodging.

AMERICAN DISABILITY ACT (ADA)

If you have a disability and may need special accommodations to attend our training program, please contact the Emergency Management Division at (517) 333-5034 to discuss your specific needs.

■ Location of Training Courses for Lansing Area



For Courses Offered by the Training and Exercise Section

Meal and lodging expenses are the responsibility of course participants.

The following is a list of Lansing area lodging facilities:

Clarion Hotel of Lansing
 3600 Dunckel
 Lansing, MI 48910
 (517) 351-7600

Hampton Inn
 525 N. Canal Rd
 Lansing, MI 48917
 (517) 627-8381

Sheraton Lansing Hotel
 925 S. Creyts
 Lansing, MI 48917
 (517) 323-7100

Red Roof Inn
 3615 Dunckel, Lansing, MI
 (517) 332-2575



For Courses Offered By HMTc

Lodging will be made by the Hazmat Center.

Guests of the Michigan State Police Training Academy are asked to refrain from offensive or inappropriate attire, language or conduct in order to provide an educational/professional setting.

■ Emergency Management Division District Coordinators

DISTRICT 1 EMD District Coordinator
 Michigan State Police
 7119 N. Canal Road
 Lansing, MI 48913
 (517) 322-1918 Fax # (517) 322-0675

DISTRICT 2 (North) EMD District Coordinator
 Michigan State Police
 42145 W. Seven Mile Road
 Northville, MI 48167
 (248) 380-1119 Fax # (248) 348-1470

DISTRICT 2 (South) EMD District Coordinator
 Michigan State Police
 42145 W. Seven Mile Road
 Northville, MI 48167
 (248) 380-1055 Fax # (248) 348-1470

DISTRICT 3 EMD District Coordinator
 Michigan State Police
 411-B East Genesee
 Saginaw, MI 48607
 (989) 758-1910 Fax # (989) 771-2277

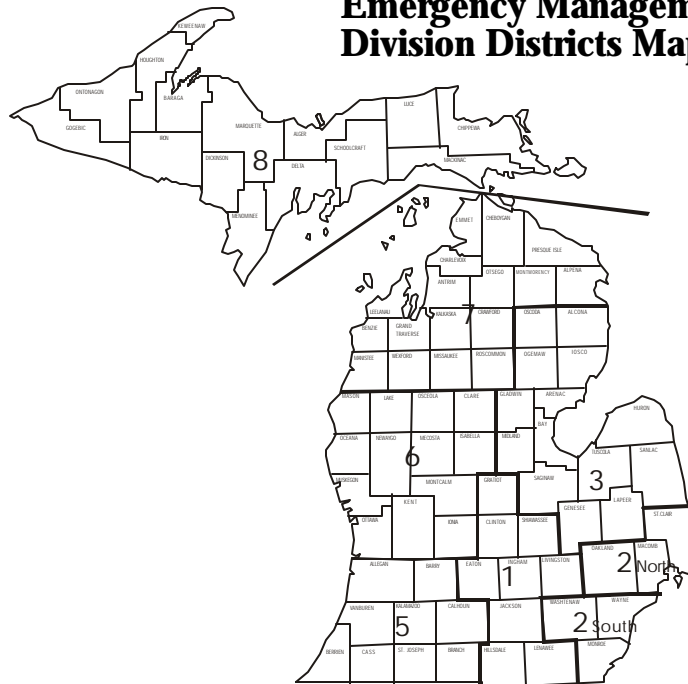
DISTRICT 5 EMD District Coordinator
 Michigan State Police
 108 W. Michigan Avenue
 Paw Paw, MI 49079
 (269) 657-6081 Fax # (269) 657-7571

DISTRICT 6 EMD District Coordinator
 Michigan State Police
 588 Three Mile Rd, NW, Suite B
 Grand Rapids, MI 49544-8221
 (616) 647-0806 Fax # (616) 784-8046

DISTRICT 7 EMD District Coordinator
 Michigan State Police
 4472 Mount Hope Road
 Williamsburg, MI 49690
 (231) 938-0714 Fax # (231) 938-0903

DISTRICT 8 EMD District Coordinator
 Michigan State Police
 1504 W. Washington Ave.
 Marquette, MI 49855
 (906) 225-7030 x 225 Fax # (906) 225-0904

Emergency Management Division Districts Map



mi-emds.cdr
 7-28-02

Training Programs

■ Professional Emergency Manager (PEM)

The mission of the Emergency Management Division is to foster, promote, and implement an emergency management system that protects Michigan communities and citizens from the effects of emergencies and disasters. The local emergency management program is a key element of that system. The Professional Emergency Manager (PEM) program provides a curriculum designed to meet the specific training and education needs of emergency management professionals.

The PEM curriculum is comprised of independent study (IS) courses, courses requiring classroom attendance (G) and course exams & assessment. Some of the courses, listed below and marked with an asterisk (*), have prerequisites. Please see course descriptions for further details. The PEM Curriculum consists of the following courses:

IS-1: The Emergency Program Manager.
IS-7: A Citizen's Guide to Disaster Assistance
IS-120: An Orientation to Community Disaster Exercise
IS-393: Introduction to Mitigation
IS-513: The Professional in Emergency Management
G-139: Exercise Design/Evaluation*
G-191: Incident Command System/Emergency Operations Center Interface*
G-230: Introduction to Emergency Management*
G-235: Emergency Planning Course*
G-240: Basic Skills-Module 1 (Leadership & Influence)*
G-241: Basic Skills-Module 2 (Decision Making in a Crisis)*
G-242: Basic Skills-Module 3 (Effective Communications)*
G-244: Developing Volunteer Resources*
G-290: Basic Public Information Officers Workshop
G-385: Disaster Response & Recovery Operations*
G-619: Damage Assessment
G-626: Hazard Mitigation Comprehensive Plan Interface*

■ PEM Certificate of Recognition

In order to achieve recognition as a Professional Emergency Manager, candidates are required to successfully complete the PEM curriculum and complete a two-part examination process. Part one is a comprehensive written test. All applicants must successfully achieve a 75% on the written comprehensive examination, which is administered twice a year. The examination will be offered **January 29, 2004** and **July 12, 2004** at the Collins Road Facility. All PEM applicants must submit to the training section a written request for a PEM application. PEM applications **must be submitted 30 days PRIOR** to the examination.

PEM Assessment Center

Part two of the examination process is the Professional Emergency Manager Assessment Center (PEMAC). The PEMAC is designed as a management tool for identifying competency for an Emergency management professional. Upon completion of the PEMAC, candidates will receive a numerical score and a short summary of performance for each dimension tested.

Annual Training Requirements

Professional Emergency Managers are required to complete 24 hours of approved training annually. An annual training form documenting this training must be submitted by **January 31** of each year. This training may consist of courses offered by the Emergency Management Division, university/college courses that are related to the field of emergency management, attendance at conferences or other activities.

■ Master Exercise Practitioner (MEP)

The purpose of the Master Exercise Practitioner Program is to provide a concentration of advanced training in the critical area of emergency management exercising with professional recognition for those who have demonstrated competence in the field. Courses marked with an asterisk (*) have prerequisites.

- IS-120: An Orientation to Community Disaster Exercise
- G-139: Exercise Design/Evaluation*
- G-135: Exercise Control/Simulation*
- G-136: Exercise Development (EMI Resident)*
- G-137: Exercise Program Manager
- G-250.8 Exercise Controller/Simulator (WEM)
- G-250.9 Exercise Evaluator
- G-138 Exercise Practicum
- G-130 Exercise Evaluation



■ Applied Professional Series (APS)

The ability to perform essential work in a disaster requires skills in emergency operations and management. These skills may be developed through this series of courses that offer “how to” training focused on practical information. This series emphasizes applied skills in disaster operations, and coordination skills.

Required Courses

- G-191: Incident Command System/Emergency Operations Center Interface*
- G-250.7: Rapid Assessment Planning Workshop
- G-270.1: Asking for Help
- G-288: Donations Management Workshop
- G-385: Disaster Response & Recovery Operations*
- G-393: Mitigation for Emergency Managers

At least one of the following

- G-279: Retrofitting Flood-Prone Residential Structures
- G-362: Multi-Hazard Emergency Planning for Schools
- G-434: Earthquake Safety Program for Schools

Elective Courses (*choose 4*)

- G-250.3: Disaster Related Needs of Seniors and Persons with Disabilities
- G-275: EOC Management and Operations*
- G-276: Resource Management
- G-202: Debris Management
- G-386: Mass Fatalities
- G-137: Exercise Program Manager
- G-361: Flood Fight Operations

To receive an APS certificate of completion, you must complete 7 required courses plus any 4 of the elective courses.

■ Mitigation Management Series (MMS)

Mitigation means preventing a disaster from ever happening in the first place through land-use planning, retrofitting, effective building codes, hazard identification and risk assessment, and a variety of other activities. The ability to perform mitigation work in both the pre and post disaster environments requires a variety of management skills. This professional series emphasizes applied skills in mitigation planning and recovery.

Required Courses

- Financial Grants Management for HMGP and FMA
- G-279: Retrofitting Flood-Prone Residential Structures
- Benefit-Cost Analysis: Entry Level Training
- FEMA Program Responsibilities: Coordinating Environmental and Historical Compliance
- IS-393: Introduction to Hazard Mitigation
- IS-12: An Introduction to Property Acquisition Process
- IS-9: Managing Floodplain Development through the NIF elective courses.

Elective Courses

- Building for Earthquakes of Tomorrow: Complying with Executive Orders
- Mitigation for Emergency Managers
- HAZUS (Hazards in the U.S.) for Mitigation Planners
- Multi-Hazard Safety Program for Schools
- Earthquake Safety Program for Schools
- Earthquake: A Teacher's Package for K-6
- Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12
- IS-279: Retrofitting Flood-prone Residential Buildings

Practicum Exercises

- Earthquake Mitigation and Recovery Exercise for Local Government Officials
- Flood Mitigation and Recovery Exercise for Local Government Officials
- Hurricane Mitigation and Recovery Exercise for Local Government Official

Those who complete five Mitigation Management Series (MMS) required courses, four of the elective courses and one of the practicum exercises are eligible to receive an MMS Certificate of Completion.

■ Michigan Citizens Corp & Community Emergency Response Teams (CERT)

Following the attacks of September 11th, President Bush called on all Americans to dedicate at least two years of service to others under the Citizen Corps program. In April 2002, the Citizen Corps in Michigan was established to promote volunteerism by preparing for and responding to emergencies in local communities. The Michigan Citizen Corps Council was then established to provide further direction on homeland security issues and the defining the role of volunteers in disaster preparedness. Central to this initiative will be the implementation of Community Emergency Response Teams (CERT). These teams will partner efforts between emergency services and the people they serve. The program seeks to train members of neighborhoods, community organizations, workplaces and private citizens in basic response skills to augment emergency responders before, during and after a disaster event.



If a disaster happens in a Michigan community, trained CERT members can assist others in basic response. They can help to save lives until help arrives. The training program is three days long and will offered once statewide this year as a Train-the-Trainer. Other trainings will be scheduled on a regional basis. Participants will be expected to work with their local Michigan Citizen Corp Councils and local emergency management to set up and train teams in their area.

The course will:

- Explain CERT's function and its role in immediate disaster response
- Identify most common hazards for Michigan communities
- Prepare participants for a disaster by reducing potential fire hazards at home at work
- Explain how teams work to apply basic fire suppression strategies, resources and safety measures to extinguish a burning liquid
- Apply techniques for opening airways, control bleeding, treating shock and employing basic treatments for wounds in disaster victims
- Identify planning requirements for potential search and rescue by describing the common techniques for searching a structure and employing safe techniques for debris removal and victim extrication

Target Audience: Neighborhoods, businesses, scouting organizations, school staff, students, clubs, faith based and community organizations, and Amateur Radio Emergency Services.

For information on class location and date, please contact the Training and Exercising Section.

For more information on Michigan Citizens Corps and Michigan Citizen Corps Council please contact the Michigan Community Service Commission, Department of Career Development at www.michigan.gov/mcsc.

■ Hazardous Materials Emergency Responder Professional (HMERP) (Formerly Professional Recognition Program)

Michigan's Hazardous Materials Training Center (HMTc) has joined forces with several organizations in Michigan to develop a Hazardous Materials Emergency Responder Professional (HMERP) recognition program for hazardous materials and technical rescue planners, responders, professionals and instructors in Michigan. The Emergency Management Division, through its Hazardous Materials Training Center, firmly believes that our primary mission is to raise the professional standing of the field of hazardous materials planning, mitigation, and response by providing leadership and coordination through instructional programs and other skill enhancement opportunities. Becoming recognized as a hazardous materials "professional" is for those with a commitment to both personal and systems development. This is NOT just another required program. In fact, the achievement of the HMERP professional level is strictly optional. We are confident, that this program will provide the opportunity for individuals to reach a higher level of competency and leadership capability in their chosen field, and improve the organizations to which they belong. Completion of this program can assist in pursuing a college degree.

The Hazardous Materials Professional Recognition Program (HMERP) requires successful completion of fifteen hazardous materials related courses and a comprehensive examination. These courses include:

- First Responder Awareness/Operations (available at Fire Fighters Training Council)
- Emergency Response to Hazardous Materials Incidents (EPA 165.15)
- Hazardous Materials Technician Advanced
- Transportation Specialist
- Chemistry of Hazardous Materials I and II
- Cameo Windows
- Marplot Windows
- Aloha Windows
- Hazardous Materials Branch/Branch Safety Officer
- Incident Command
- Air Monitoring
- Emergency Response to Terrorism—Basic Concepts
- Emergency Response Planning for Hazmat Incidents

■ Bachelor Degree Program

Siena Heights University and the Michigan State Police Hazardous Materials Training Center (HMTc) are teamed up to offer firefighters, hazardous materials teams members, and other responders the opportunity to achieve a bachelor degree in hazardous materials. After completing the HMERP program developed by HMTc and the Michigan Association of Hazardous Materials Responders (MAHMR), the interested individual will receive a certificate worth 35 credit hours and can apply for acceptance into Siena Heights University's Bachelor of Applied Science program. 120 credit hours is required to achieve this degree. Additional credit shall be granted for completion of Firefighter I and II as well as emergency medical training. For more information, contact Tony Garcia at (517) 322-1853 or email him at garcia@michigan.gov

Course Description



AIR MONITORING/SAMPLING

Air Monitoring for Hazardous Materials



Hours: 24

Fee: \$ 295

This three-day course provides participants with the knowledge and skills necessary to monitor and sample for airborne hazardous substances. A variety of instruments will be used during the course presentation and practical exercises, including combustible gas indicators, oxygen sensors, colorimetric tubes, photo ionization detectors, flame ionization detectors, and sampling pumps. Topics to be covered include monitoring programs, monitoring and sampling techniques, equipment selection, equipment calibration and use, exposure guidelines, air dispersion modeling, and safety planning.

Prerequisite: *Hazardous Materials Technician*

Cost: *\$295 (2 nights dbl. lodging free)*

Schedule: *January 5-7, 2004*

June 8-10, 2004

HazCat Kit Program



Hours: 40

Fee: \$ 895

This is a hands-on laboratory workshop in which students learn to use the Main HazCat Charts to identify approximately 200 of the most commonly spilled hazardous and non-hazardous materials. You will learn the difference between inorganic and organic chemistry and be trained in the use of the HazCat tests and charts which most quickly identify inorganic compounds.

Each student taking this class will receive a book describing the equipment used in meth labs and will learn how to determine the stage and type of production at the time the illegal lab is discovered.

Prerequisite: *None*

Cost: *\$ 895*

Schedule: *December 1-5, 2003*



ARES/RACES

Introduction to Disaster Telecommunications



Course G701

No Fee

This class is required for radio amateurs registering as Radio Amateur Civil Emergency Service (RACES) members. Course content includes basic disaster telecommunications theory & practice, planning issues and basic emergency response measures as well as net procedures, message flow, NTS message format and basic on-air operating practices.

Target Audience: Current and prospective ARES/RACES members.

Prerequisite: *None*

Cost: *None*

Suggested Course(s): *None*

Schedule: *October 18, 2003 (Washtenaw Co. ARC)*

November 29, 2003 (Clinton Co.)

February 21, 2004 (Otsego Co.)

March 20, 2004 (Grand Traverse Co.)

January 5, 2004 (Marquette Co.)



Digital Communications Workshop



Course G702

No Fee

This class is designed to familiarize members of the Amateur Radio Emergency Service and Radio Amateur Civil Emergency Service (ARES/RACES) programs with the fundamental concepts of digital communication. Course focuses on VHF Packet Radio and HF PACTOR modes. Hands-on exercises include use of bulletin board systems, flexible networking capabilities, data nodes and related communications issues.

Target Audience: Current ARES/RACES members.

Prerequisite: None

Suggested Course: None

Cost: None

Schedule: *December 6, 2003 (Washtenaw Co. ARC)*
January 7, 2004 (Kent Co.)

Introduction to Michigan Net, QMN



Course G703

No Fee

This class is designed to familiarize members of the Amateur Radio Emergency Service and Radio Amateur Civil Emergency Service (ARES/RACES) programs with the various public service programs of the Michigan Net, QMN. Course focuses on NTS message format transmitted via radiotelegraph circuits and NTS CW net procedures. Students participate in simulated net sessions.

Target Audience: Current RACES members.

Prerequisite: None

Suggested Course: None

Cost: None

Schedule: *December 13, 2003 (Allegan Co.)*
May 15, 2004 (Washtenaw Co. ARC)

Field Operations Workshop



Course G704

No Fee

This class is designed to prepare members of the Amateur Radio Emergency Service and Radio Amateur Civil Emergency Service (ARES/RACES) programs with the proper methods for field operations. Course content covers basic individual preparedness measures and RACES/Public Safety interface issues as well as deployment and use of various equipment and communications modes

Target Audience: Current ARES/RACES members.

Prerequisite: None

Suggested Course(s): None

Cost: None

Schedule: *April 17, 2004 (Allegan Co.)*



CAMEO/MARPLOT/ALOHA

These courses provide participants with the skills necessary to effectively utilize the Windows version of Computer Aided Management of Emergency Operations, Mapping Application for Response Planning and Local Operational Tasks, and Area Locations of Hazardous Atmospheres.

CAMEO



Hours: 16

Fee: \$ 245

The new CAMEO-Windows program will be explored in this two-day class. Learn how to utilize the increased flexibility of this program as a planning tool and as an aid to emergency response. There is no prerequisite for this class.

Cost: *\$245 (1 night dbl. lodging free)*

Schedule: *December 1-2, 2003*
June 21-22, 2004

MARPLOT



Hours: 16

Fee: \$ 245

This two-day class will familiarize the CAMEO user with the new windows version of MARPLOT. Learn how to change base map features and more!

Prerequisite: CAMEO is suggested

Cost: *\$245 (1 night dbl. lodging free)*

Schedule: *December 3-4, 2003*
June 23-24, 2004

ALOHA



Hours: 8

Fee: \$ 145

This one-day class will allow the novice user of ALOHA the opportunity to explore the world of dispersion modeling either as a planner or as an emergency responder.

Cost: *\$145*

Schedule: *December 5, 2003*
June 25, 2004



CHEMISTRY OF HAZARDOUS MATERIALS

The Chemistry of Hazardous Materials courses presented by the HMTC are designed to meet the needs of personnel involved at various stages of hazardous materials planning and response. The Chemistry course series provides a chemistry background for any person who comes in contact with hazardous materials in transportation, a facility, or the workplace, and allows application of this knowledge to planning activities, hazard communication programs, and chemical spill response.

Chemistry I



Hours: 24

Fee: \$ 345

Chemistry I provides students with an introduction to the chemistry of hazardous materials. This course will explore basic chemistry concepts, areas such as: elements, atomic structure, the periodic table, electronic configuration, bonding, and chemical formulas. In addition, the chemistry and hazards associated with hydrocarbons, hydrocarbon derivatives, and fire & pyrolysis will be covered in detail.

Cost: \$345 (2 nights dbl. lodging free)

Schedule: January 26-28, 2004

September 1-3, 2004

Chemistry II



Hours: 24

Fee: \$ 245

Chemistry II is the next level course and reinforces the information and concepts learned in Chemistry I. This course will explore, in detail, the chemistry of each of the Department of Transportation's (DOT) nine hazard classes.

Prerequisite: Chemistry I

Cost: \$245 (2 nights dbl. lodging free)

Schedule: October 1-3, 2003

February 25-27, 2004

September 29 - October 1, 2004

Chemistry Refresher



Hours: 8

Fee: \$ 175

Chemistry Refresher 8 hour program is designed to review basic chemistry concepts and the chemistry and hazards associated with chemicals. It will also explore the chemistry of each of the Department of Transportation's 9 hazard classes.

Prerequisite: Chemistry I and II

Cost: \$175

Schedule: November 12, 2003

April 27, 2004





EMERGENCY HAZMAT RESPONSE

Hazardous Materials Technician Standard

The recognized standard for Technician-level competency for emergency responders in Michigan is 80 hours of training. This can now be accomplished by attending two 40-hour sessions. The first 40 hours can be completed by attending the EPA Course 165.15 listed on this page. The second 40-hour session is titled Hazardous Materials Technician-Advanced. It is recommended that students attend the advanced course within six months of completion of the EPA 165.15 course.

Emergency Response to Hazardous Materials Incidents (ERTHMI) EPA 165.15



Hours: 40 Fee: \$ 495

The HMTTC is an approved external provider of this 5-day EPA course. It provides information and skills needed to recognize, evaluate, and control an incident involving the release or potential release of hazardous materials at the technician level. The focus is on recognizing and evaluating a hazardous materials incident, organizing the response team, identifying and using response resources, decision-making, and protecting the public and environment. Emphasis is on hands-on use of equipment and exercises to practically apply lecture information. Participants will wear fully encapsulating chemical protective ensembles.

Prerequisite: First Responder Operations

Cost: \$495 (4 nights dbl. lodging free)

Schedule: November 17-21, 2003
 March 15-19, 2004
 May 17-21, 2004
 July 12-16, 2004
 September 20-24, 2004

Hazardous Materials Technician-Advanced



Hours: 40 Fee \$ 395

The advanced-level course includes specific training on a variety of fixed site and transportation topics an emergency responder is likely to encounter. Instruction and practical application is included in small package goods, chlorine cylinders, drum patching/handling, highway cargo tanks, railroad tank cars, product transfer operations, waterway spill mitigation, above ground storage tanks. Skills are reinforced through a variety of hands-on application and response scenarios.

**Prerequisite: Emergency Response to
Hazardous Materials
(ERTHMI) EPA 165.15**

Cost: \$395 (4 nights dbl. lodging free)

Schedule: October 20-24, 2003
 April 12-16, 2004
 June 21-25, 2004
 August 23-27, 2004

First Responder Awareness/ Operations



Hours: Awareness 4 hours/Operations 24 hours

These courses are designed for persons who may be first on the scene of a hazardous materials release and would be expected to "size up" the incident and call for the proper authorities. These classes are also intended to provide participants with the prerequisites needed to advance to the Technician level and/or become an Incident Commander.

Prerequisite for Operations: Awareness

Schedule: Call (517) 322-1190 for schedule

Note: Fire Services should call their FFTC Regional Supervisor



EMERGENCY MANAGEMENT BASICS

Introduction to Emergency Management

Course G230 No Fee

This two-day course is designed to introduce participants to the basic ideas and concepts of emergency management. This course will highlight Michigan specific hazards, laws, and standards. Group discussions and activities will help to clarify real-world issues with emphasis on the relationship that exists between community preparedness and the effectiveness of local emergency management programs. **PEM**

Target Audience: All persons involved in emergency management, including new emergency program managers, elected officials, public service personnel, utility representatives, officials representing schools and institutions of higher learning, health professionals, emergency operations personnel, community organization representatives from both the public and private sectors.

Prerequisite: IS-230

Suggested Courses: IS-7, IS-292, IS-513

Cost: None

Schedule: *October 14-15, 2003 (Lansing)*
October 23-24, 2003 (Grand Rapids)
November 5-6, 2003 (Washtenaw Co.)
May 26-27, 2004 (Gaylord)
July 27-28, 2004 (Marquette)

Basic Skills in Emergency Management

Course G240 and G-242

No Fee

These one-day workshops are designed to further assist emergency managers and their staff to apply crisis management principles in their work situations. Both courses will expand the basic principles presented in the prerequisite Independent Study programs. The G-240 workshop will explore leadership issues including managing change and making sound policy decisions to meet the demands of crisis incidents. The G-242 workshop will focus on problems of communication and information management in emergency situations. Group discussion and real life scenarios will give participants the opportunity to share insights and explore lessons learned. **PEM**

Workshop Modules:

G240 Leadership and Crisis Decision Making (Prerequisites IS240 and IS241)

G242 Effective Communication (Prerequisite IS 242)

Target Audience: Emergency managers and their staff from local, state and federal government, emergency responders, and private sector emergency managers from business, education, utilities, health and volunteer agencies.

Prerequisite: See workshop modules above.

Suggested Courses: IS-1

Cost: None

Schedule: *December 3, 2003 (G-240)*
January 21, 2004 (G-242)

Basic Public Information Officers (PIO) Workshop

Workshop G290

No Fee

This two-day workshop is intended for the new or less experienced Public Information Officers (PIO). Its emphasis is on crisis information management and skills needed in emergency management activities. Topics include Role of the PIO in Emergency Management, News Release Writing, Conducting Awareness Campaigns, Public Speaking, Television Interviews, and Public Information Planning. **PEM**

Target Audience: Anyone having responsibilities as Public Information Officers or a crisis communicator.

Prerequisite: None

Suggested Course: IS-1 and G-230

Cost: None

Schedule: *March 17-18, 2004 (Lansing)*
September 22-23, 2004 (Mt. Pleasant)

Developing Volunteer Resources



Course G244

No Fee

This one-day course is designed to cover a broad range of issues in volunteerism. It will expand on the basic principles presented in the prerequisite Independent Study course, Managing and Developing Volunteers. Topics will include spontaneous volunteerism in disaster management and marketing, recruitment and recognition of volunteers. Participants will apply principles of volunteerism through class discussion and case studies.

PEM

Target Audience: Local emergency management personnel and local volunteer groups who have a need to enhance and improve their skills in developing and managing volunteer resources.

Prerequisite: IS-288

Suggested Courses: G-230, IS-1

Cost: None

Schedule: January 7, 2004 (Lansing)

Public Officials Conference



Course G200 (*delivered on request*)

No Fee

This one-to-four-hour conference is designed to acquaint county and municipal government officials with emergency management concepts. The responsibilities of elected and appointed officials with respect to emergencies and disasters are discussed. Specific community preparedness capabilities and liabilities issues are also examined.

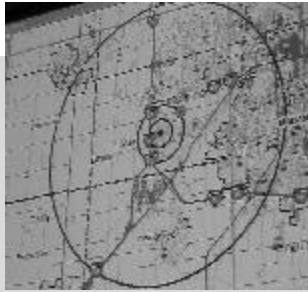
Target Audience: Elected and appointed officials, department heads, EOC personnel including, private industry and volunteer agencies.

Prerequisite: None

Suggested Course: None

Cost: None

Schedule: LOCAL EMERGENCY MANAGEMENT MAY REQUEST a Public Officials Conference in their jurisdiction by contacting their respective district coordinator.



EOC & EXERCISE PLANNING

Basic Exercise Design & Evaluation Workshop (Subgrantees only)



Course G539

No Fee

This one-day workshop, condensed from the original three-day course, G-139, is designed to provide participants with the basic knowledge, skills, and processes needed to plan, conduct, and evaluate effective exercises. Through lecture, video presentations, and participant activities, this workshop will provide basic training in the planning and evaluation of emergency management exercises. This course is intended for sub-grantees of the and their efforts to complete the grant requirements.

Target Audience: State Homeland Security Grant Program (SHSGP) exercise grant subgrantees.

Prerequisite: IS-120

Cost: None

Schedule: **September 30, 2003 (Western U.P.)**
October 2, 2003 (Central U.P.)
October 14, 2003 (Eastern U.P.)
October 16, 2003 (Grayling)
October 28, 2003 (Big Rapids)
October 30, 2003 (Bay City)
December 2, 2003 (Kalamazoo)
December 4, 2003 (Northville)
December 17, 2003 (Lansing)

Please Note: The course is not a replacement for the G139 Exercise Design/Evaluation or the E136 Exercise Development Courses, needed for the Professional Emergency Manager (PEM) or the Master Exercise Practitioner (MEP) programs in Michigan or Emmitsburg, Maryland.

Exercise Design/Evaluation Course



Course G139

No Fee

This two-day course provides knowledge and develops skills that will enable the participant to train staff and conduct an exercise that will test a community's plan and audit its operational response capability. In addition, participants will gain an understanding of the need for exercise evaluation and the available methodologies for evaluation. **PEM - MEP**

Target Audience: This course is intended for anyone with substantial involvement in emergency operations who will be responsible for managing the design and evaluation functions in emergency management exercises. It is recommended for those with responsibilities in local exercise programs, including emergency program managers and emergency services officials in the public and private sectors.

Prerequisite: IS-120

Suggested Course:

Cost: None

Schedule: **February 10-11, 2003**

Basic Exercise Development Workshop



(Subgrantees only)

Course G536

No Fee

This one-day workshop provides the basic knowledge and skills to create exercise products (Exercise Plan, Exercise Control, Evaluation Plan, and a Player Handbook). Focus is on exercise development process and exercise administration/planning. This workshop will include the guidelines for creating the After Action Report (AAR) and the Improvement Plan (IP).

Target Audience: State Homeland Security Grant Program (SHSGP) exercise grant subgrantees.

Prerequisite: G-539

Cost: None

Schedule: **October 1, 2003 (Western U.P.)**
October 3, 2003 (Central U.P.)
October 15, 2003 (Eastern U.P.)
October 17, 2003 (Grayling)
October 29, 2003 (Big Rapids)
October 31, 2003 (Bay City)
December 3, 2003 (Kalamazoo)
December 5, 2003 (Northville)
December 18, 2003 (Lansing)

Please Note: The course is not a replacement for the G139 Exercise Design/Evaluation or the E136 Exercise Development Courses, needed for the Professional Emergency Manager (PEM) or the Master Exercise Practitioner (MEP) programs in Michigan or Emmitsburg, Maryland.



Exercise Control Simulator Workshop WEM



G250.8

No Fee

This 1 day workshop is designed to prepare individuals to function as exercise controllers and/or simulators. This course will provide job aids and opportunities to practice the skills needed to carry out exercise control/simulator assignments. Also, included are the formation and components of the Exercise Control Plan. Discussions and techniques on how to use the exercise control plan, forms, and procedures will be presented. **MEP**

Target Audience: Local emergency management coordinators, public officials, and private sector coordinators that are responsible for exercising plans and procedures, including exercise control activities, as part of a comprehensive exercise program.

Prerequisite: G-139

Suggested Course: None

Cost: None

Schedule: April 20, 2004 (Lansing)

Exercise Evaluation Workshop WEM



G250.9

No Fee

This 1 day workshop is designed to prepare individuals to function as exercise evaluators. Participants will be provided with job aids, supplemental information, and opportunities to apply evaluator skills toward evaluator assignments. Discussions and demonstrations on the use of the evaluation plan, data collection techniques, and identifying evaluation problems, are included in this course. **MEP**

Target Audience: Local emergency management coordinators, their staff, public officials, private sector coordinators, who are responsible for exercising plans and procedures, including evaluation activities, as part of a comprehensive exercise program.

Prerequisite: G-139

Suggested Course: None

Cost: None

Schedule: April 21, 2004 (Lansing)

Emergency Operations Center Management WEM



G675

No Fee

This one-day course provides participants with the knowledge and skills to effectively manage and operate an EOC during crisis situations. The course covers many aspects of properly locating and designing the EOC, and how to staff, train and brief EOC personnel.

Target Audience: District coordinators, local emergency program managers/coordinators and other emergency management professional trainers.

Prerequisite: None

Suggested Courses: IS-1; IS-275 and G-630

Cost: None

Schedule: October 28, 2003 (U.P.)

February 17, 2004 (Lansing)

Incident Command System/ Emergency Operations Center (ICS/EOC) Interface



Course G191

No Fee

This one-day course is designed to enable participants to develop an ICS/EOC interface implementation strategy or action plan for their community. The course reviews the ICS and EOC models of emergency management operations including communication, coordination and chief executive decision making. It enhances knowledge and skills needed for clarifying roles, responsibilities, and relationships prior to a disaster, through small and large group exercises. **PEM -APS**

Target Audience: State and local public officials with policy and decision making responsibilities in emergency management.

Prerequisite: IS-195, and IS-275

Suggested Course: G-230

Cost: None

Schedule: October 29, 2003

February 18, 2004



EMERGENCY PLANNING

Damage Assessment Workshop



Workshop G619

No Fee

This one-day workshop is designed to provide the participants with an understanding of the damage assessment process. The workshop content includes exercises, group discussions, and familiarization with the documentation required for initiating the disaster/emergency declaration process. **PEM**

Target Audience: Emergency management coordinators, local assessors, building and equalization officers, and damage assessment personnel, including property appraisers.

Prerequisite: None

Suggested Course: G-230

Cost: None

Schedule: **October 28, 2003 (Lenawee)**
December 16, 2003 (Battle Creek)
April 1, 2004 (Big Rapids)
May 12, 2004 (Lansing)

Emergency Management Operations Course (Specific)



Course G110

No Fee

This three-day course provides the opportunity for a specific community to improve operational capabilities and enhance their ability to manage emergencies through preparedness, response, recovery, and mitigation. The EMOC will also provide local government officials and key staff an opportunity to work together on the procedures, the emergency management system, and the emergency operation plan. It is designed to prepare the local entity, under simulated conditions, to execute their emergency operations.

Target Audience: *Invitation only.* All members of the jurisdiction's Emergency Operations Center team, including department heads, agency heads, CEO's and administrators (managers, EOC clerical support, private industry representatives of an EOC,) and local media to simulate or play in the exercise.

Prerequisite: None

Suggested Course: IS-1, IS-275 and G-230

Cost: None

Schedule: **November 12-14 2003**
April 14-16, 2004
June 16-18, 2004

Severe Weather Workshop



Course G800

No Fee

A one day workshop that focuses how to use National Weather Service (NWS) products and services during inclement and fair weather. The course covers how to access and make the best use of weather forecasts, warnings, radar, satellite, surface and hydrologic data readily available on the internet NOAA Weather Radio, StormReady and NWS Outreach are highlighted as well as developing Spotter Networks. Personnel from the National Weather Service will instruct this course.

Target Audience: Local, state governmental emergency managers along with educational, utility, volunteer and private sector personnel that have responsibility to develop their emergency management "all hazard " plan would benefit from this course.

Prerequisite: None

Suggested Course: IS-292

Cost: None

Schedule: **March 23, 2004 (Lansing)**



Emergency Planning Course



Course G235

No Fee

This 2 day course provides participants with basic emergency planning principles which can be applied to various types of emergency planning. The application of these principles in community based planning, emergency site planning, special event planning, and operational planning will be covered. The coordination of emergency plans and the planning process will be emphasized. **PEM**

Target Audience: This course is intended for anyone involved in emergency planning or who is interested in learning the fundamental concepts involved in emergency planning.

Prerequisite: IS-235

Suggested Course: IS-230, IS-513

Cost: None

Schedule: December 9-10, 2004 (Lansing)
August 17-18, 2004 (Washtenaw)

Emergency Management for School Administrators



G636

No Fee

This one-day workshop is designed to provide school officials and administrators with a comprehensive look at an all-hazard, community-based approach to school safety and conducting school exercises. The course will highlight "best practices" in Michigan and throughout the country. It will provide an opportunity for participants to examine various school hazards such as school place violence, severe weather and hazard material events, as well as dealing with the media, before, during and after a crisis event.

Target Audience: Participation in this workshop is for private and charter school personnel, administrators, athletic directors and community education/recreation directors, school safety officers and security personnel. It is also open to the local emergency program managers, the emergency response community and public officials in an effort to create a safe school environment.

Prerequisite: None

Suggested Course: IS-230, IS-292

Cost: None

Schedule: October 21, 2003 (Macomb Co.)



"HAZWOPER" These courses provide information needed to meet the requirements of OSHA 29 CFR 1910.120 for hazardous waste site workers.

Hazardous Materials Incident Response Operations (EPA 165.5) (40-hr HAZWOPER)



Hours: 40

Fee: \$ 495

Michigan's Hazardous Materials Training Center is an approved external provider of this EPA 40-hour training program. It is designed for personnel who are involved with the investigation and remediation of hazardous waste sites. Upon completion, students will be more knowledgeable in hazardous waste site operations, team functions, personnel health and safety, and field monitoring equipment. Topics include hazard recognition, air monitoring, toxicology, respiratory protection, levels of protection and chemical protective clothing, site entry and reconnaissance, radiation survey instruments, decontamination, and response organization. Based on HAZWOPER 1910.120.

Cost: \$495 (4 nights dbl. lodging free)

Schedule: October 13-17, 2003

February 9-13, 2004

April 5-9, 2004

August 16-20, 2004

Hazardous Waste Operations for Site Supervisors



Hours: 8

Fee: \$ 125

Developed for on-site management and supervisory personnel, this one-day course provides instruction as required by MIOSHA Rule 325.52110(5). Topics include developing and/or implementing the employer's safety and health program, employee training programs, personal protective equipment program, spill containment, and health hazard monitoring procedures and techniques.

Cost: \$125

Schedule: *March 30, 2004*
September 9, 2004

Hazardous Waste Operations "HAZWOPER" Refresher



Hours: 8

Fee: \$ 95

This one-day course provides participants the opportunity to review and practice the skills originally presented in 24 and 40-hour training programs. It is intended to meet OSHA annual refresher training requirements.

Cost: \$95

Schedule: *October 10, 2003*
January 23, 2004
March 12, 2004
April 2, 2004
June 28, 2004
September 8, 2004



INCIDENT MANAGEMENT COURSES

Hazardous Materials Branch Officer & Branch Safety Officer (NFPA 472, Chapters 9 & Chapter 10)



Hours: 24

Fee: \$ 295

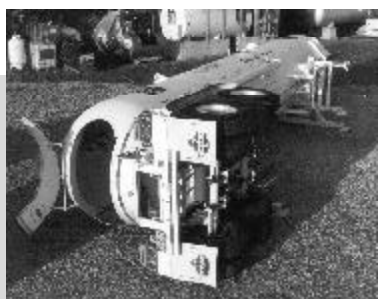
This three-day course is intended to provide participants with the knowledge and skills necessary to meet the educational competencies as outlined in NFPA 472, Chapter 9 Competencies for the Hazardous Materials Branch Officer and Chapter 10: Competencies for the Hazardous Materials Branch Safety Officer. The hazardous materials branch officer is that person who is responsible for directing and coordinating all operations assigned to the hazardous materials branch by the incident commander. The hazardous materials branch safety officer is the person who works within the Incident Management System (IMS) to ensure that recognized safe practices are followed within the hazardous materials branch. The hazardous materials branch safety officer will be called upon to provide technical advice or assistance regarding safety issues to the hazardous materials branch officer and incident safety officer at a hazardous materials incident.

Prerequisite: *Hazardous Materials Technician*

Cost: \$295 (2 nights dbl. lodging free)

Schedule: *November 5-7, 2003*
February 4-6, 2004





INDUSTRY TRAINING

All Industry courses are site-specific. Please call 517-322-1853 for cost and schedule.

Hazard Communication

Hours: 4 Fee: Call

This program is intended to address comprehensively the issue of evaluating the potential hazards of chemicals and communicating information concerning hazards and appropriate protective measures to employees. It will also assist in developing and maintaining a written hazard communication program for the workplace in compliance with CFR 1910.1200.

Industry 8-hr. "HAZWOPER" Refresher

Hours: 8 Fee: Call

This one-day course provides participants the opportunity to review and practice the skills originally presented in 24- and 40-hour training programs. It is intended to meet OSHA annual refresher training requirements.

Incident Command for Industry

Hours: 16 Fee: Call

The course was designed to meet the needs of supervisors and managers with responsibilities to use, deploy, implement, and/or function within an Incident Management System. This course addresses the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to effectively use ICS guidelines, and scenario practice on how to apply ICS. This program also meets competencies for NFPA 472 Chapter 7 HazMat Branch Officer.

Resource Conservation

Recovery Act (RCRA) Refresher

Hours: 4 Fee: Call

This is a four-hour RCRA annual refresher reviewing major aspects of hazardous waste handling, regulatory compliance, and RCRA contingency planning. This is based on 40 CFR 265.16 training requirements.

Operations for Industry

Hours: 16 Fee: Call

This two-day program is designed for private industry and intended to provide the client with the minimum amount of training required under OSHA regulations and applicable MIOSHA rules. Course content includes implementing the employer's emergency response plan, use of field survey instruments to classify, identify, and verify hazardous materials used on site, incident command, use of personal protective equipment provided by the employer, decontamination, hazard/risk assessment, control/containment/confinement techniques, termination procedures, and basic chemical and toxicological terminology and behavior relevant to the materials used or stored on site.

Educational Methodology

Hours: 16 Fee: Call

This is a two-day course developed to provide students with the needed skills to proficiently use both didactic and vocational educational methodologies for instruction to students. This class satisfies the requirements of OSHA regulations and applicable MIOSHA rules regarding trainer qualifications. Areas covered include: communications/concepts of learning, human factors in teaching/learning skills, proper use/reason for teaching aids, lesson plan development/usage, teaching techniques, testing/evaluation, and training records/reports. The course will include classroom lecture and practical demonstration in limited group exercises. **Fire services personnel should contact their FFTC Regional Supervisor.**

24-Hour Technician for Industry



Hours: 24

Fee: Call

This three-day program is designed for private industry and intended to provide the client with the minimum amount of training required under OSHA regulations and applicable MIOSHA rules. Course content includes implementing the employer's emergency response plan, use of field survey instruments to classify, identify, and verify hazardous materials used on-site, incident command, use of personal protective equipment provided by the employer, decontamination, hazard/risk assessment, control/containment/confinement techniques, termination procedures, and basic chemical and toxicological terminology and behavior relevant to the materials used or stored on-site.

Safety and Health Decision-Making for Managers



Hours: 24

Fee: Call

A course for experienced personnel responsible for developing, implementing or managing safety programs for hazardous waste clean-up operations, treatment, storage and disposal facilities, or responding to chemical emergencies. This course compliments basic safety courses and provides a forum for information and idea exchanges among instructors and participants on hazardous waste operations and emergency response safety topics.

Confined Space Rescue for Industry



Hours: 16

Fee: Call

This course prepares students for executing a rescue operation in confined spaces, and includes respiratory protection, rescue tactics, personal protective equipment, and patient packaging.

Prerequisite: *Entrant/Attendant/Supervisor course*

Confined Space - Emergency Response for Industry



Hours: 32

Fee: Call

This course has been developed for members of public and private sector emergency rescue organizations. This course provides the information and skills necessary for emergency response organizations to effectively and safely conduct confined space rescue operations. Areas covered will include: confined space regulations, incident management, interior operations, atmospheric monitoring, rescue ventilation, lockout for rescue, respiratory protection, PPE, rescue team development, and preplanning.

Confined Space

Entrant/Attendant/Supervisor



Hours: 16

Fee: Call

This course provides an introduction to the standard, general guidelines for entry, permit-required confined space program, non-permit spaces and alternate entry procedures, hazard identification and control, atmospheric testing and monitoring, ventilation, entry permit system, and duties of the entrant/attendant. Also included will be general training requirements, writing a program and supplementary information on the entry permit, hot work permit, and line breaking permit.



MITIGATION PLANNING

Hazard Mitigation/Comprehensive Plan Interface Course



Course G626

No fee

This one-day course is designed to enable participants to develop strategies to integrate hazard mitigation into the community comprehensive planning process. The goal is to increase the public official's understanding of the need to address mitigation issues early in the process. **PEM**

Target Audience: Elected and appointed city and county officials (city and county managers, mayors, county executives, legal council, city and county commissioners,) emergency management personnel and community planners.

Prerequisite: *G-235*

Suggested Course: *IS-394, IS-393, G-230*

Cost: *None*

Schedule: *March 3, 2004 (Lansing)*





RESPONSE PLANNING

Disaster Response and Recovery Operations Course



Course G385

No Fee

This one-day course covers the basic concepts, issues and programs in the response and recovery phases of a disaster. The course will focus on the affected Michigan communities and disaster victims, by highlighting federal and state disaster assistance programs. Participants will have the opportunity study past disaster events and lessons learned. **PEM**

Target Audience: Emergency management professionals at the federal, state, local levels, and private sector along with private relief agencies.

Prerequisite: G-230

Suggested Course: IS-7, IS-513

Cost: None

Schedule: June 8, 2004 (Lansing)



SPECIALTY COURSES & WORKSHOPS

Chlorine Incidents Workshop



Hours: 4

Fee: Call

This course was designed to provide students with an understanding of chlorine gas, storage/shipping containers, and the use of emergency repair kits. Students will become familiar with the typical container leaks and uses of the A and B kits to correct these situations. Workshop credits may be applied toward refresher training requirements for personnel trained to the Operations or Technician level.

Schedule: Call 517-322-1190

Hazardous Materials Transportation Regulations (HM-181)



Hours: 8

Fee: \$ 95

This workshop is designed for shippers and carriers of hazardous materials by highway. It is an introduction to CFR 49, and includes classification, communication standards, training, and packaging requirements. A current copy of CFR 49 is included.

Cost: \$95

Schedule: February 20, 2004
June 4, 2004

Decontamination Workshop



Hours: 4

Fee: Call

A workshop covering procedures for decontamination at the scene of an incident involving hazardous materials. Students will learn how to prevent or reduce the transfer of contaminants by people and/or equipment. Workshop credits may be applied toward refresher training requirements for personnel trained to the Operations or Technician level.

Schedule: Call 517-322-1190

Emergency Response Planning for Hazmat Incidents



Hours: 16

Fee: \$195

This revised two-day course is intended for participants responsible for completing or participating in an emergency response plan for facilities that use, produce, or store hazardous materials. Topics covered are emergency planning and Title III, including the assessment, planning, implementation, and evaluation phases of the process, Firefighter Right-To-Know. Great for LEPC's!

Cost: \$195 (1 night dbl. lodging free)

Schedule: February 23-24, 2004
April 22-23, 2004

Transportation Specialist



Hours: 40

Fee: \$ 495

This week-long course will cover the requirements of the Hazardous Materials Technician with a Cargo Tank Specialty, Intermodal Tank Specialty, and Tank Car Specialty. Due to the redundancy of the competencies of these three specialties the Michigan Hazardous Materials Training Center has developed a program to train the Hazardous Materials Technician in all three transportation specialties. This is a comprehensive course and participation during the entire week will be required for successful course completion.

Applicants must meet all medical surveillance requirements of MIOSHA.

Participants must bring Structural Firefighters' Protective Clothing (SFPC). Safety shoes, eye protection, and gloves will be required to participate in the field trip to the rail yard.

Prerequisite: 40 Hours of Hazardous Materials Technician (EPA 165.15 or EPA 165.5) or employer recognized equivalent
40 Hours of Advanced Technician (HMTC)

Cost: \$495 (4 nights dbl. lodging free)

Schedule: May 3-7, 2004
September 13-17, 2004

Cargo Tank Training Trailer



Hours: 4

Fee: Call

A review of the various specifications of cargo tanks used to transport hazardous materials by highway, using a unique training trailer that allows for hands-on examination of the tanks, valves, and fittings. Focus is on how the tanks work and what they can be expected to do and not do during an incident. Class can be expanded to include classroom instruction or custom-tailored to the audience.

Call 517-336-6580 for schedule and cost.



TECHNICAL RESCUE PROGRAMS

The following courses have been developed in conjunction with **Michigan Urban Search and Rescue (MUSAR)** and meet the objectives of NFPA 1670 Technical Rescue Standard.

Rope Rescue I



Hours: 30

Fee: \$ 395

This three-day basic rope course is designed to develop techniques that focus on preparing firefighters to safely escape from hostile environments using ropes and ancillary equipment. Instruction will encompass NFPA Standard 1983 (1995 version), basic equipment (hardware and software), knots, and egress techniques. This course must be completed before attending the Rope II Course.

Prerequisite: Firefighter I

Cost: \$395 (2 nights dbl. lodging free)

Schedule: March 8-10, 2004
August 9-11, 2004



Rope Rescue II



Hours: 30

Fee \$ 395

This Three-day course focuses on safe and efficient raising and lowering techniques for Fire/Rescue personnel who may be called upon to set up entry and removal systems at incidents such as collapsed structures, confined spaces, trench and other construction/industrial accidents focusing on external rigging. Topics include NFPA 1983, knots, rope hardware and software, lowering systems, raising systems, safety systems, critical angles, anchoring, basic and intermediate rigging, patient packaging, ladders and ropes, tripods, safety rules, communications, and teamwork.

Prerequisite: *Rope Rescue I and Firefighter II*
Cost: \$395 (2 nights dbl. lodging free)
Schedule: April 19-21, 2004
September 27-29, 2004

Confined Space Rescue-MUSAR



Hours: 30

Fee \$395

This Three-day program is designed for Fire/Rescue personnel, not only exploring the use of equipment and PPE typically found on fire department apparatus, but the student will also become familiar with confined space specific gear. Emphasis will be on safe entry and patient removal from both horizontal and vertical confined spaces. Topics include legal requirements (MIOSHA/OSHA), hazard recognition, hazard control techniques, rescue psychology, tactical guidelines, confined space pre-plans, breathing apparatus, lock-out for rescue, ventilation, atmospheric monitoring, patient packaging, communication, team entry techniques, PPE, and teamwork.

Prerequisites: *Rope I & II or equivalent, Firefighter I & II, Medical First Responder, HazMat Awareness, and ICS*

Cost: \$395 (2 nights dbl. lodging free)
Schedule: October 13-15, 2003
May 10-12, 2004

Trench Rescue-Awareness/Operations



Hours: 24

Fee \$ 395

This hands-on rescue program is designed to prepare rescue personnel to conduct safe trench rescue operations. Content includes basic hazard recognition, equipment, shoring principles, straight and T-trench operations, and command principles. Participants will receive approximately four hours of lecture material supported by extensive hands-on workshops and scenarios in actual trenches.

Prerequisite: *Confined Space Rescue, or equivalent*
Cost: Call for cost
Schedule: Call (517) 322-1853 for schedule

Trench Rescue-Technician



Hours: 24

Fee: \$ Call

This is the second in the trench series, designed to build upon the information presented in the basic course. Content will include additional instruction on T-trench operations, wales, supplemental shoring, and lifting techniques. This course was developed for rescue personnel who desire additional information and instruction on trench rescue operations. This course includes extensive hands-on applications.

Prerequisite: *Trench Rescue - Awareness/Operations*
Schedule: Call (517) 322-1853 for schedule

Technical Rescue Emergency Medical Operations



Hours: 8

Fee \$ call

This course is designed for personnel interested in becoming a USAR Medical Specialist. The course will train the medical responder to recognize and initiate treatment of medical conditions found during Urban Search and Rescue Operations. Topics covered include crush syndrome, pre-hospital amputation, traumatic asphyxia, pain management, canine first aid, and critical incident stress. The afternoon session will feature the use of a cadaver lab to demonstrate various techniques of pre-hospital care.

Prerequisite: *Basic EMT or RN*
Schedule: Call 517-322-1853

Structural Collapse Rescue - Awareness/Operations



Hours: 40

Fee \$ call

This course, conducted in 4 days is designed to comply with NFPA 1470, "Standard on Search and Rescue Training for Structural Collapse Incidents." This course will combine the light and medium operational levels to provide students with the necessary information and skills to function at structural collapse incidents involving light frame ordinary and reinforced and non-reinforced masonry construction. Subjects will include: MUSAR response system, construction features, collapse patterns, building collapse hazards, structure assessment and marking system, search operations, ICS, rescue operations, and shoring/stabilization.

Prerequisites: *Firefighter I & II, Rope I & II, Confined Space Rescue, Trench Rescue, and ICS.*

Schedule: *Call (517) 322-1853 for schedule*

Collapse Rescue - Technician



Hours: 40

Fee \$ call

This 40 hour course delivered in 4 days is a continuation in the technical series of rescue courses. It will continue to build on the skills and information acquired during the light/medium collapse course. Emphasis will be on information and techniques necessary to work in situations involving heavy reinforced concrete and steel.

Perequisites: *Successful completion of Awareness/Operations*

Schedule: *Call (517) 322-1853 for schedule*



TERRORISM PLANNING & RESPONSE

CBRNE/WMD Awareness for Emergency Service Agencies



Hours: 8

Fee: \$ Call

This basic course will focus on the threat, analysis process, protocols, procedures and response to a weapon of mass destruction or terrorism incident. Discussion will include a definition of terrorism, what is a terrorist, current international & domestic threat assessments, introduction to chemical, biological, radiological agents and protocols for first responders when encountering related activity. The course also includes a role playing exercise that highlights terrorist planning efforts.

REFER TO www.teexwmdcampus.com ONLY for: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative and private security guards. All other disciplines should refer to CBRNE/WMD Awareness for Business/Industry.



CBRNE/WMD Awareness for Business/Industry

Hours: 8 Fee: \$ 125

This eight-hour course presents terrorism threat assessment, common terrorist techniques weapons of mass destruction agents, site security and emergency/response plans as they apply to business and industry. The course is designed to assist business and industry managers to prevent and/or prepare for a terrorist attack. CBRNE/WMD Awareness recommended.

Cost: \$125
Schedule: November 4, 2003
March 25, 2004
July 1, 2004
September 7, 2004

For all other disciplines not mentioned in Emergency Services Awareness course.

CBRNE/WMD Operations Level

Hours: 16 Fee: \$245

This sixteen-hour course takes the awareness course to the next level with discussion of personal protective, detection, and identification equipment as they relate to weapons of mass destruction. The student will be able to identify assistance available at local, state, and federal levels as well as the process used to contact them. Decontamination procedures will be discussed for equipment as well as mass casualty events. The second day will include a series of hands-on practical exercises. This course will also cover the basic modules of instruction required by the Department of Justice training facility in Alabama, which allows students to attend their "HOT" training program, which includes the "live agent" training facility.

Prerequisite: First Responder Awareness

Cost: \$245 (1 night dbl. lodging free)
Schedule: January 17-18, 2004
March 4-5, 2004
June 15-16, 2004

CBRNE/WMD Technician Level

Hours: 24 Fee: \$ 325

This twentyfour hour (two day) terrorism related course covers proper survey techniques, response and the collection and protection of evidence. A large amount of time will be spent with hands-on use of detection and identification equipment. Proper techniques will be demonstrated during full dress-out scenarios.

Prerequisite: Hazmat Technician

Cost: \$325 (2 nights dbl. lodging free)
Schedule: January 20-22, 2004
March 22-24, 2004
June 18-20, 2004

Hazardous Materials Sampling and Evidence Collection

Hours: 16 Fee: \$ 195

Specifically designed for personnel who investigate sites that may contain hazardous substances, this two-day course provides students with the skills necessary to collect samples. Topics to be presented and practiced include developing the sampling plan and techniques for the selection and use of proper sampling equipment. Practical exercises are conducted to address the investigative process starting with the initial investigation of various sites, including various surface soil, water, and subsurface collection methods, and ending with proper packaging techniques.

Cost: \$195 (1 night dbl. lodging free)
Schedule: January 8-9, 2004

Explosives Awareness

Hours: 4 Fee: See below

This four hour course reviews common types of explosives, explosives terminology, effects and damage caused by explosives, and the terrorists' use of explosives. Emphasis is placed on safety for the emergency responder. Material is based on the New Mexico Tech EMRTC explosives training program. The Michigan State Police Bomb Squad using its equipment, will assist in the delivery of this course. The bomb squad's equipment will be on display, if possible.

Prerequisite: CBRNE/WMD Awareness

Cost: Free to Public Sector
\$50 for Private Sector
Schedule: October 1, 2003
January 10, 2004
March 30, 2004
June 17, 2004
August 6, 2004

Hospital Decon For CBRNE/WMD Incidents

Hours: 16 Fee: \$ 245

This sixteen hour course includes materials that bring the student up to the hazmat operations level and covers the extra information required by OSHA on decontamination and personal protective equipment for hospital personnel. Also covered is information on weapons of mass destruction and the decontamination of those agents. This class provides hands-on decontamination activities, decon line setup and dressout in protective clothing to support the classroom presentations. CBRNE/WMD Awareness is recommended.

Cost: \$245 (1 nights dbl. lodging free)

Schedule: January 12-13, 2004

May 25-26, 2004

Hospital Decon for CBRNE/WMD Incidents Train-the-Trainer

Hours: 16 Fee: \$245

This sixteen hour course includes materials covered in the Hospital Decon course, but is taught at a pace for people who will be instructing their own staff. Also covered will be suggestions on presenting the course material. This course is geared for people who already have instruction skills and are presently instructors. It may be helpful for people to have already attended the first Hospital Decon 16-hour version of this course, before attending this course.

Prerequisite: Hospital Decon for WMD Incidents

Cost: \$245 (1 nights dbl. lodging free)

Schedule: February 17-18, 2004

July 6-7, 2004

CBRNE/WMD ICS

Hours: 16 Fee: \$ 245

With terrorism and the use of weapon of mass destruction being the focus, students will be trained in the incident management system and the roles and responsibilities of various local, state, and federal agencies. The student will learn response planning, training, and the development of action plans that include on-site accountability, security, survey and evidence collection operations, and tactics. This course includes a variety of practical exercises and an intense role-playing scenario.

Prerequisite: First Responder Operations or CBRNE/WMD Operations

Cost: \$245 (1 night dbl. lodging free)

Schedule: January 21-22, 2004

March 23-24, 2004

June 19-20, 2004

Medical Aspects of Chem/Bio Terrorism for First Responders

Hours: 16 Fee: \$ 195

This course is intended for emergency medical, firefighters, and hazardous materials response personnel. The primary focus will be to provide an overview of chemical/biological agents of mass destruction, strategies for the protection of personnel exposed to agents of mass destruction, tactical management of a chemical/biological attack, and decontamination.

Cost: \$195 (1 night dbl. lodging free)

Schedule: Call 517-322-1190 for schedule

Terrorism Planning Course

Course G408 No Fee

This two-day course teaches participants to evaluate, revise and/or develop terrorism appendices/sections that comprise their Emergency Operations Plan (EOP) or Emergency Action Guidelines (EAG). Key terrorism response issues, such as threat vulnerability and command and control, are covered in this course.

Target Audience: Individuals responsible for developing and maintaining annexes and sections of EOPs and EAGs. Ideally, the "planning team" should attend as a group.

Prerequisite: IS-235

Suggested Courses: AWR-102: Emergency Response to Terrorism: Basic Concepts (ODP Self-Study); G-195; G-235; G-675.

Cost: None

Schedule: January 28-29, 2004

September 1-2, 2004

Independent Study Courses

- IS-1** Emergency Manager: An Orientation to the Position (1.0 CEUs = 10 Contact Hours) * New Course Materials*
- IS-2** Emergency Preparedness, USA (1.0 CEUs = 10 Contact Hours)
- IS-3** Radiological Emergency Management (1.0 CEUs = 10 Contact Hours)
- IS-5** Hazardous Materials: A Citizen's Orientation (1.0 CEUs = 10 Contact Hours) *Test Only* Note: This course is currently suspended from use while it is under revision.
It is anticipated that this course material will be available in 2004.
- IS-7** A Citizen's Guide to Disaster Assistance (1.0 CEUs = 10 Contact Hours)
- IS-8** Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699 (1.0 CEUs = 10 Contact Hours)
- IS-9** Managing Floodplain Development Through the National Flood Insurance Program (NFIP) (4.0 CEUs = 40 Contact Hours) *Test Only* Note: This course has been discontinued and is no longer available.
- IS-10** Animals in Disaster - Module A Awareness and Preparedness (1.0 CEUs = 10 Contact Hours)
- IS-11** Animals in Disaster - Module B Community Planning (1.0 CEUs = 10 Contact Hours)
- IS-15** Special Events Contingency Planning for Public Safety Agencies (0.4 CEUs = 4 Contact Hours)
- IS-55** Household Hazardous Materials - A Guide for Citizens * New * (0.3 CEUs = 3 Contact Hours)
- IS-111** Livestock in Disasters (1.0 CEUs = 10 Contact Hours) * New *
- IS-120** An Orientation to Community Disaster Exercises (1.0 CEUs = 10 Contact Hours)
- IS-139** Exercise Design (1.5 CEUs = 15 Contact Hours)* New *
- IS-195** Basic Incident Command System (1.0 CEUs = 10 Contact Hours)
- IS-208** State Disaster Management (1.0 CEUs = 10 Contact Hours) * New *
- IS-230** Principles of Emergency Management (1.0 CEUs = 10 Contact Hours)
- IS-235** Emergency Planning (1.0 CEUs = 10 Contact Hours)
- IS-240** Leadership & Influence (0.9 CEUs = 9 Contact Hours)
- IS-241** Decision Making and Problem Solving (0.8 CEUs = 8 Contact Hours)
- IS-242** Effective Communication (0.8 CEUs = 8 Contact Hours)
- IS-244** Developing and Managing Volunteers (1.0 CEUs = 10 Contact Hours)
- IS-271** Anticipating Hazardous Weather & Community Risk (1.0 CEUs = 10 Contact Hours)
- IS-275** The EOC's Role in Community Preparedness, Response and Recovery Activities (1.0 CEUs = 10 Contact Hours)
- IS-279** Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures (1.0 CEUs = 10 Contact Hours)
- IS-288** The Role of Voluntary Agencies in Emergency Management (1.0 CEUs = 10 Contact Hours)
- IS-292** Disaster Basics (1.0 CEUs = 10 Contact Hours) * New *
- IS-301** Radiological Emergency Response (1.0 CEUs = 10 Contact Hours)
- IS-324** Community Hurricane Preparedness (1.0 CEUs = 10 Contact Hours)
- IS-330** Refresher Course for Radiological Response (1.0 CEUs = 10 Contact Hours)
- IS-346** An Orientation to Hazardous Materials for Medical Personnel (1.0 CEUs = 10 Contact Hours)
- IS-386** Introduction to Residential Coastal Construction (1.4 CEUs = 14 Contact Hours)
- IS-393** Introduction to Mitigation (1.0 CEUs = 10 Contact Hours)
- IS-394** Mitigation for Homeowners (1.0 CEUs = 10 Contact Hours)
- IS-513** The Professional in Emergency Management (1.0 CEUs = 10 Contact Hours)
- IS-600** Special Considerations for FEMA Public Assistance Projects (1.0 CEUs = 10 Contact Hours)
- IS-630** Introduction to the Public Assistance Process (0.2 CEUs = 2 Contact Hours)
- IS-631** Public Assistance Operations I (0.7 CEUs = 7 Contact Hours)
- IS-632** Introduction to Debris Operations in FEMA's Public Assistance Program (0.5 CEUs = 5 Contact Hours)

Materials for Independent Study courses can be requested from FEMA either by mail or the internet <http://fema.gov/emi/crslist.htm>:

Mail: -
FEMA Independent Study Program, Administrative Office, Emergency Management Institute, 16825 S.
Seton Avenue, Emmitsburg, Maryland 21727
(301) 447-1000 or (800) 238-3358 Ext. 1200

NOTE: FINAL EXAMINATIONS ARE INCLUDED IN THE BACK OF EACH MANUAL.

Conferences

2003 Summit "Partnerships in Preparedness"



hosted by: MSP/EMD/HMTC, MEMA, MAHMR

Conference: October 5-9, 2003 at Crystal Mountain Resort, Thompsonville, Michigan



The 2003 Summit presented by the Michigan State Police - Emergency Management Division - Hazardous Materials Training Center and Training and Exercise Sections, along with the Michigan Emergency Management Agency (MEMA) and the Michigan Association of Hazardous Materials Responders, will host a conference enhanced with many hands-on training opportunities. Annual refresher requirements, as well as Professional Emergency Manager (PEM) and CEU credits can be achieved through this vital conference. Fax your conference application immediately to secure your spot. Space is limited!

**For more information: (517) 322-1190 or
www.michigan.gov/emd, www.hazmatems.com, www.mahmr.com, www.memal.org**

2004 Homeland Security Training Conference



May 5-7, 2004

DeVos Center, Grand Rapids, Michigan

A conference like none before; it will be hosted at the DeVos Center and coordinated with the Amway Grand on May 5-7, 2004. Addressing the recommendations of previous conference attendees and to meet the needs of Michigan's best, this conference has been totally revamped. Please join us for a conference to include confirmed speakers such as Gordan Graham, and William Cohen, former Secretary of Defense, and General Norman Schwartzkoff, you won't want to miss this one!

**For more information: (517) 322-1190 or
www.michigan.gov/emd, www.hazmatems.com**



PEM of the Year Award Criteria

Each year the Emergency Management Division will honor one Professional Emergency Manager (PEM) who has contributed distinguished service to the profession. The Professional Emergency Manager of the Year Award is presented to this individual who has demonstrated professionalism in one or more of the following areas:



- Advancement of the emergency management profession through training or administration;
- Development of an innovative concept in emergency management planning or operations;
- Outstanding contributions in the field of emergency management, including practical application of emergency management techniques or principles;
- Valuable contributions through research, and successful adaptation of research findings to a practical emergency management situation;
- Implementation of a difficult emergency management program through perseverance in its development and promotion; and/or
- Development of activities or programs that have been effective in addressing emergency management needs through the implementation of innovative, practical, and balanced solutions.



Nominations should include the nominee's name, organization affiliation and address with supporting documentation describing the nominee's outstanding contribution and/or excellence in emergency management in one or more of the above described areas. Nominations should be typed, double-spaced, not more than 10 pages, with supporting documentation and a concise narrative explaining the reason for the nomination.

Course List for HazMat

October 2003 – September 2004

COURSE NAME	Page #	Dates Offered
2003 Summit "Partnerships in Preparedness" Conference	31	Oct. 5-9, 2003; Crystal Mountain, Thompsonville, MI
Air Monitoring for Hazardous Materials	11	Jan. 5-7; June 8-10, 2004
ALOHA-Windows	12	Dec. 5, 2003; June 25
CBRNE/WMD ICS	29	Jan. 21-22; Mar. 23-24; June 19-20
CAMEQ-Windows	12	Dec. 1-2, 2003; June 21-22
Cargo Tank Training Trailer	25	Call 517-336-6580 for schedule and cost
Chemistry I	13	Oct. 1-3, 2003; Jan. 26-28; Sept. 1-3
Chemistry II	13	Feb. 25-27; Sept. 29-Oct. 1
Chemistry Refresher (NEW!!)	13	Nov. 12, 2003; Apr. 27
Chlorine Incidents Workshop	24	Call 517-322-1190 for schedule
Confined Space Rescue-Emergency Response	23	Call 517-322-1853 for schedule
Confined Space Rescue-MUSAR	26	Oct. 13-15, 2003; May 10-12
Decontamination Workshop	25	Call 517-322-1190 for schedule
Emergency Response Planning for Hazmat Incidents	25	Feb. 23-24; Apr. 22-23
Emergency Response to Hazmat EPA 165.15	14	Nov. 17-21, 2003; Mar. 15-19; May 17-21; July 12-16
Explosives Awareness	28	Oct. 1, 2003; Jan. 10; Mar. 30; June 17; Aug. 6
First Responder Awareness	14	Call 517-322-1190 for schedule
First Responder Operations	14	Call 517-322-1190 for schedule
Hazardous Materials Branch/Safety Officer	21	Nov. 5-7, 2003; Feb. 4-6
Hazardous Materials Emergency Responder Professional (HMERP) (formerly Professional Recognition Program)	10	Call (517) 322-1853 for more information.
HazMat Incident Response Operations EPA 165.5 (40-hr. HAZWOPER)	20	Oct. 13-17, 2003; Feb. 9-13; Apr. 5-9; Aug. 16-20
Hazardous Materials Sampling & Evidence Collection	28	Jan. 8-9
Hazardous Materials Technician – Advanced	14	Oct. 20-24, 2003; Apr. 12-16; June 21-25; Aug. 23-27
Hazardous Materials Transportation Regulations	24	Feb. 20; June 4
Hazardous Waste Operations 8-Hr. Ref. (HAZWOPER)	21	Oct. 10, 2003; Jan. 23; Mar. 12; Apr. 2; June 28; Sept. 8
Hazardous Waste Operations for Site Supervisors	21	Mar. 30; Sept. 9
HazCat (NEW!!)	11	Dec. 1-5, 2003
Hospital Decon For Hazmat/WMD Incidents (NEW!!)	29	Jan. 12-13; May 25-26
Hospital Decon for WMD Incidents--Train-the-Trainer (NEW!!)	29	Feb. 17-18; July 6-7
Industry-Confined Space Rescue	23	Call 517-322-1853 for schedule
Industry-Confined Space Rescue-Emergency Response	23	Call 517-322-1853 for schedule
Industry- Confined Space Industry Entry/Attendant/Supervisor	23	Call 517-322-1853 for schedule
Industry-Operations	22	Call 517-322-1853 for schedule
Industry-Educational Methodology	22	Call 517-322-1853 for schedule
Industry-Incident Command	22	Call 517-322-1853 for schedule
Industry-24-Hour Technician	22	Call 517-322-1853 for schedule
Industry-8-Hour HAZWOPER Refresher	22	Call 517-322-1853 for schedule
Industry-Hazard Communication	22	Call 517-322-1853 for schedule
Industry-RCRA Refresher	22	Call 517-322-1853 for schedule
Industry-Safety & Health Decision-Making for Managers	23	Call 517-322-1853 for schedule
MARPLLOT	12	Dec. 3-4, 2003; June 23-24
Medical Aspect of Chem/Bio for First Responders	29	Call 517-322-1190 for schedule
Michigan Homeland Security Training Conference	31	May 5-7, 2004; Grand Rapids, DeVos Center
Michigan Fire EXPO (NEW!!)	31	June 16-20, 2004
Rope Rescue I	25	Mar. 8-10; Aug. 9-11
Rope Rescue II	26	Apr. 19-21; Sept. 27-29
Structural Collapse Rescue-Awareness/Operations	27	Call 517-322-1853 for schedule
Structural Collapse Rescue-Technician	27	Call 517-322-1853 for schedule
Technical Rescue Emergency Medical Operations	26	Call 517-322-1853 for schedule
Terrorism Awareness-For Business & Industry (NEW!!)	28	Nov. 4, 2003; Mar. 25; July 1; Sept. 7
Terrorism Awareness	27	See description for further information
Terrorism Operations	28	Jan. 17-18; Mar. 4-5; June 15-16
Terrorism Technician (NEW!!)	28	Jan. 20-22; Mar. 22-24; June 18-20
Transportation Specialist (NEW!!)	25	May 3-7; Sept. 13-17
Trench Rescue – Awareness/Operations	26	Call 517-322-1853 for schedule
Trench Rescue – Technician	26	Call 517-322-1853 for schedule

Course List for Emergency Management

October 2003 – September 2004

Course Name	Page	Date Offered
Basic Exercise Design Workshop (1 Day) G539	17	09/30/03 W.U.P. 10/02/03 C.U.P. 10/14/03 E.U.P. 10/16/03 Grayling 10/28/03 B.Rapids 10/30/03 Bay City 12/02/03 Kzoo 12/04/03 N'ville 12/17/03 Lnsng
Basic Skills 1 & 2 (1 Day) G240	15	12/03/03 Lnsng
Basic Skills 3 (1 Day) G242	15	01/21/04 Lnsng
Basic Public Information Officers Workshop (2 Days) G290	15	03/17-18/04 Lnsng 09/22-23/04 Mt.Pleasant
Damage Assessment Workshop (1 Day) G619	19	10/28/03 Lenawee 12/16/03 B Crk 04/01/04 B.Rapids 05/12/04 Lnsng
Developing Volunteer Resources (1 Day) G244	16	01/07/04 Lnsng
Disaster Response and Recovery Operations (1 Day) G385	24	06/08/04 Lnsng
Exercise Development (Basics) Workshop (1 Day) G536	17	10/01/03 W.U.P. 10/03/03 C.U.P. 10/15/03 E.U.P. 10/17/03 Grayling 10/29/03 B.Rapids 10/31/03 Bay City 12/03/03 Kzoo 12/05/03 N'ville 12/18/03 Lnsng
Exercise Design & Evaluation (2Day) G139	17	02/10-11/04 Lnsng
Emergency Management for School Administrators (1 day) G636	20	10/21/03 Macomb
Emergency Management Operations Course (3 Days) G110	19	11/12-14/03 PTA 04/14-16/04 PTA 06/16-18/04 Lnsng
Emergency Planning Course (2 Days) G235	20	12/09-10/03 Lnsng 08/17-18/04 Washtenaw
Hazard Mitigation Comprehensive Plan Interface (1 Days) G626	23	03/03/04 Lnsng
Introduction to Emergency Management (2 Day) G230	15	10/14-15/03 Lnsng 10/23-24/03 G.R. 11/05-6/03 Washtenaw 05/26-27/04 Gaylord 07/27-28/04 Marquette
ICS/EOC Interface (1 Day) G191	18	10/29/03 U.P. 02/18/04 Lnsng
PEM Exam G998		01/29/04 Lnsng 07/22/04 Lnsng
PEMAC G999		02/05/04 Lnsng 07/29/04 Lnsng
RACES – Intro. To Disaster Telecommunications G701	11	10/18/03 Washtenaw 11/29/03 Clinton 02/21/04 Otsego 03/20/04 Gr Traverse 06/05/04 Marquette
RACES – Digital Communication Workshop G702	12	12/06/03 Washtenaw 01/17/04 Kent
RACES – Intro. To MI Net, QMN G703	12	12/13/03 Allegan 05/15/04 Washtenaw
RACES – Field Operations Workshop G704	12	04/17/04 Allegan
Severe Weather Workshop (1 Day) G800	19	03/23/04 Lnsng
Terrorism Planning Course (2 Day) G408	29	01/28-29/04 S.E. MI 09/1-2/04 W MI
WEM: Emergency Operations Center Management (1 Day) G675	18	10/28/03 U.P. 02/17/04 Lnsng
WEM: Exercise Control/Simulation (1 Day) G250.8	18	04/20/04 Lnsng
WEM: Exercise Evaluation (1 Day) G250.9	18	04/21/04 Lnsng

Emergency Management & Hazardous Materials Training Application

Please complete one application per course or per person. You may duplicate if needed.

PART 1 Please fill this part for all courses

Course or Workshop Title: _____

Date(s) of Course: _____

Student Name: _____ **Title** _____

Organization Name: _____

Mailing Address: _____ City: _____

State: _____ Country: _____ Zip: _____

Business Phone: (____) _____ Extension: _____

Home Phone: (____) _____ Pager Number: (____) _____ Cell Phone: (____) _____

Fax Number: (____) _____ E-mail Address: _____

Signature of Student **(Required)** - Certifying acceptance of the attendance and cancellation policies.

X _____ Date: _____

PART 2 Please fill this part for hazmat and fee courses

☐ Public Sector ☐ Private Sector ☐ Fed. Government

LODGING: If your lodging needs change from that indicated below, you must contact the Training Center. You will be responsible for the entire cost of lodging if you fail to notify us of changes or cancellations at least 7 working days prior to the course. Double occupancy lodging will be arranged by the Hazardous Materials Training Center for on-site schedule courses only.

☐ I will require lodging for the following nights: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

☐ I **DO NOT** require lodging

☐ Female ☐ Male

Federal ID Number: _____ Social Security Number: _____

Organization or party responsible for Billing: _____ Signature **(Required)** of financial officer: _____

X _____ Title: _____

Signature of Employer **(Required)** - Certifying completion of prerequisites, if applicable (attach certificates)

X _____ Title: _____

Signature of Employer **(Required)** - Certifying compliance with medical surveillance requirements of MIOSHA rules, if applicable

X _____ Title: _____

Signature of Employer **(Required)** - Certifying acceptance of the attendance and cancellation policies

X _____ Title: _____

PLEASE MAKE CHECKS PAYABLE TO "STATE OF MICHIGAN"

Method of Payment: Check # _____ PO# if known: _____

☐ Mastercard ☐ Visa ☐ Please Send Invoice Total Enclosed _____
☐ Corporate Card ☐ Personal Card

Credit Card #: _____ Exp. Date: _____

Print Name on Card: _____

Signature: _____

If you are faxing and application to secure your seat in a class **AND/OR** indicate a credit card payment, fax it to: 517-322-6442; otherwise, mail your completed application, with payment **and invoice**, to: MICHIGAN STATE POLICE, MANAGEMENT SERVICES DIVISION
ATTN: CASHIER'S OFFICE, 714 S. HARRISON ROAD
EAST LANSING, MICHIGAN 48823

Reserved for MSP Management Services Division

Index: 28700 PCA: 28930

PLEASE DIRECT QUESTIONS TO (517) 322-1190, mail the original application and your payment. **You may fax your application to (517) 322-6442 to reserve a spot.**

You will receive a letter indicating your acceptance status with further course information approximately 14 days prior to the course. Please complete a separate application for each course or workshop for which you are applying.

NOTE: FAILURE TO CANCEL OR "NO SHOWS" WILL BE CHARGED THE FULL COST OF THE COURSE.

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CONFIDENTIAL INFORMATION IS PROTECTED BY THE FEDERAL
PRIVACY ACT.

AUTHORITY: 1976 PA 390, AS AMENDED.
COMPLIANCE: VOLUNTARY

For HMTC Office Use Only

Check # _____ Control# _____

